



Mildura Rural City Council

Request for Services for 2018 New Year's Eve Celebrations

Sound and Lighting Services

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Executive	Manager Leisure and Cultural Services
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Table of Contents

About Council.....	3
Councils Vision	3
Purpose	3
Scope of Services	4
Evaluation Criteria.....	4
Request for Service Response.....	5
Service Term	5
Location of Services	6
Evaluation Process	6
Timeline.....	6
Other Information.....	6
Protection of Privacy.....	6
Confidentiality.....	7
Contact	7

1. About Council

Mildura Rural City Council (Council) was created as a new municipality on 20 January 1995 following the amalgamation of the former City of Mildura and the Shires of Mildura and Walpeup.

The municipality covers an area of 22,330 square kilometres with the population being approximately 60,000. The municipality has a regional flavour given its distance from Melbourne and its borders to New South Wales and South Australia.

Mildura Rural City is a strong, viable region with a diverse economic base focused on irrigation, dry land farming, value added industries and tourism.

2. Councils Vision

Council's vision for the people of our community is to be the most liveable, people-friendly municipality in Australia.

3. Purpose

Council is seeking submissions from suitably qualified individuals and organisations to provide the following services for the 2018 New Year's Eve Celebrations:

- Pyrotechnics (fireworks) Displays
- Family Entertainment
- Support Entertainment
- Sound and Lighting Services
- Master of Ceremonies
- Food and Beverage Vendors
- Children's Amusements/Activities.

4. Scope of Services

4.1 Sound and Lighting

Sound and Lighting forms an integral component of the New Year's Eve Celebration event which is held at Nowingi Place. An outdoor soundshell venue, featuring multiple entertainers and performers. Listed below are set requirements for sound and lighting services.

- (i) Supply of stage PA and sound system
- (ii) Supply of Stage Lighting
- (iii) Backline as required
- (iv) All electrical equipment must comply with Australian Standard AS-3760 and be tested and tagged by a trained and competent person
- (v) Provide Public Liability Insurance to the value of at least \$10million
- (vi) Must include all travel, disbursements and accommodation
- (vii) Mildura's New Year's Eve Celebration is a drug and alcohol free event.

Quotes may be provided for one, some or all services and Council reserves the right to award in full or part.

5. Evaluation Criteria

The following criteria will be used for evaluating responses made in the submission:

Criteria	Percentage
Quality of service provided	40%
Price	45%
The social and sustainable outcomes provided to the community through this procurement activity	15%

6. Request for Services Response

Statements by the service provider should directly address all evaluation criteria listed from schedule 6.1.

6.1 Sound and Lighting Services

Quality of service provided

- (i) Provide details regarding your experience, capability and past performance in providing services for large scale events including experience in public safety and compliance with legislative and best-practice requirements.
- (ii) Demonstrate your capacity to provide the appropriate sound and lighting equipment to suit live and recorded entertainment including backline.
- (iii) Provide evidence that the proposed set up will suit a crowd of 5,000 or more throughout the entirety of the venue. Also demonstrate your familiarity of the venue (The Nowingi Place) factoring in the time from set up, duration of and pack down of the event.
- (iv) Provide a list of previous events that you have provided your service to and at least one contactable referee that can provide testament to your experience, capability and demonstrated success.

Price Requirements

- (v) Based on the setting up of the event, rehearsal/sound check, duration of the event and pack down.

Social and sustainable outcomes provided to the community

- (vi) Council promotes the use of goods or services that have minimum environmental impact, providing all other evaluation criteria are met. Please provide an indication on what the impact of us engaging with you as a service provider will have on environmental sustainability.
- (vii) Council recognises the importance of the impact suppliers make to the local economy. Please provide details and examples of your demonstrated commitment to our local community.

7. Service Term

The term of the service will be for the evening of Monday, 31 December 2018. The Commencement date of the service and when services are to be delivered is from **Monday, 31 December 2018 to Tuesday, 1 January 2019.**

8. Location of Services

The services through this request are required to be performed at Nowingi Place, Hugh King Drive, Mildura, Victoria.

9. Evaluation Process

All submissions will be assessed in accordance with Council's tender evaluation requirements and then ranked according to perceived quality differences between the submitted proposals.

The preliminary evaluation panel will consist of:

- Events and Projects Coordinator
- Events and Projects Officer
- Team Leader – Mildura Visitor Information Centre

*Panel members are subject to any declared conflicts of interest that result in withdrawal of one or more of the panel members.

10. Timeline

All submissions must be made using the relevant application form and submitted via email to: **events@mildura.vic.gov.au**. Please note that hard copy, facsimile, verbal or late submissions will not be accepted as a submitted application. Submissions must be lodged by **2.00 pm on Friday, 27 July 2018**.

11. Other information

It is a requirement that successful applicants and any sub-contractors will meet Council's Prequalified Contractor requirements prior to any services being provided to Council. Please refer to Council's website (<http://www.mildura.vic.gov.au/Council/Tenders/Doing-Business-with-Council>) for details on how to become a Prequalified Contractor.

Council encourages innovative and creative responses to its specification, but it should always form part of a conforming application.

12. Protection of Privacy

Your privacy, and the privacy of your organisation will be protected. Council is gathering your information for the sole purpose of assessing Expression of Interest responses. It will be viewed by the Council evaluation panel solely for the Expression of Interest process and no other purpose. Council will make every effort to protect your privacy.

13. Confidentiality

Your information and any information about your organisation or individuals submitted to Council is confidential and is protected by the Council's code of conduct. Council will ensure your information is kept confidential.

14. Contact

All questions in relation to this submission are encouraged to be made via Council's events department as per below:

The contact for this is:

Michelle Nicholas

Events and Projects Officer (Event Focus)

Phone: (03) 5018 8198 or email: michelle.nicholas@mildura.vic.gov.au